

GENESEE FOUNDATION

24425 W. Currant Drive, Golden, CO 80401
303.526.0284
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September 26, 2008

CONGRATULATIONS!

The Genesee Foundation staff has formulated a packet to assist you in the procedures for the Annual Election.

Enclosed you will find:

1. 2008 Election Dates.
2. Election Procedures.
3. Rules for the Special Edition of the Genescene.
4. Candidate Statement Format.
5. Nomination acceptance form.
6. Poll Watcher Duties and Regulations.
7. Memorandum regarding Genesee Foundation Master List.

If you have any questions, please feel free to contact the Genesee Foundation Office, 303.526.0284.

Sincerely yours,

2008 Election Committee

Barbara Actor, Chair
Marjorie Bartsch
Karen King
Ann Saul

2008 ANNUAL ELECTION DATES

1. Tuesday, Oct. 14, 2008 Candidates' Night* at Vista Clubhouse; 7:00 p.m.
2. Friday, Oct. 17, 2008 Deadline for Candidates' Issue articles and photos: 12:00 noon, Foundation Office.
3. Friday, Oct. 17, 2008 Deadline for the written acceptance: 12:00 noon, Foundation Office.
4. Wednesday, Oct. 22, 2008 Candidates Issue of the Genescene delivered to residents and mailed to all non-resident owners. Absentee Ballots mailed.
5. Monday, Oct. 27, 2008 Open Forum* at Vista Clubhouse; 7:00 p.m. (tentative).
6. Wednesday, Oct 29, 2008 Board Meeting/Budget Adoption at Vista Clubhouse; 6:00 p.m.
7. Monday, Nov. 3, 2008 Poll watchers appointed by candidates must be registered with the Genesee Foundation office by noon.
8. Tuesday, Nov. 4, 2008 ELECTION DAY at Vista Clubhouse; 7:00 a.m. - 6:00 p.m.
9. Wednesday, Nov. 5, 2008 Posting of Election Results (*Before end of business day - 4:00 p.m.*)
10. Thursday, Nov. 6, 2008 Oxley Clubhouse @ 6:00 p.m. Board Mtg. ANNUAL MEETING and Volunteer Recognition* Vista Clubhouse; 7:00 p.m.

* Indicates Candidate Attendance

2008 GENESEE FOUNDATION ANNUAL ELECTION INFORMATION

ELECTION PROCESS

Members of the Genesee Foundation (all Genesee residents and lot owners) are urged to (1) attend Candidates' Night, (2) vote in the Annual Election, and (3) attend the Annual Meeting. Your vote is of great importance to your community. For any election to be valid in Genesee, the casting of at least ten percent of the total eligible votes is necessary. Please make sure you come to the Vista Clubhouse on Tuesday, November 4, 2008, to vote.

This year, there are four 2-year term and one 1-year term positions open on the Board of Directors. Voters will also choose a resident to serve on the Architectural Review Committee for 2009 or 1-year term.

NOMINATION

In order to have his or her name printed on the ballot, a person must have been nominated at Candidates' Night and must have delivered a written acceptance to the Foundation Office by 12:00 noon on Friday, October 17, 2008. The acceptance must specify whether the nominee is seeking a two-year Director's position or one-year Director's position or a one-year term on the ARC. The ballots will also provide spaces for write-in candidates.

VOTING PROCESS:

There are three ways in which to vote in the Annual Election of the Genesee Foundation. They are as follows:

1. By Absentee Ballot: Absentee ballots will be mailed to all lot owners by or on October 21, 2008. **These are the only ballots record owners will receive.** Record owners voting by absentee ballots must record their vote and place the ballots in the "Privacy Envelope" provided. The Privacy Envelope should be sealed. Each of the record owners of the property should sign, date and indicate filing, lot, and address on the outside of the Privacy Envelope in the provided space. **Please be sure all owners of record sign the envelope.** The ballots should then be returned to the Genesee Foundation either by mail (envelope provided) or by delivering it to the Foundation Office at Vista Clubhouse **(no later than 6:00 p.m.) on Tuesday, November 4, 2008.** Ballots will be opened and counted by outside independent personnel and the Election Committee.

2. In Person on Election Day: Record owners wishing to vote in person should follow the above procedures and place the sealed Privacy Envelope in a Genesee Foundation ballot box. The ballot box will be located at the Vista Clubhouse: 24425 West Curreant Drive, Golden, CO 80401 between the hours of **7:00 a.m. to 6:00 p.m. on Tuesday, November 4, 2008.**

3. By Executing a Proxy: For those who wish to use proxies and allow a designated person to cast their ballots, a proxy form will be included with the special Election Edition of the Genescene. Proxy holders vote their proxies on Election Day, Tuesday, November 4, 2008, between the hours of 7:00 a.m. to 6:00 p.m. at the Vista Clubhouse only.

ELECTION DAY

Election Day is Tuesday, November 4, 2008, 7:00 a.m. - 6:00 p.m. Voting takes place at the Vista Clubhouse. (*Election results will be posted by 4:00 p.m. on Wednesday, November 5, 2008.*)

ANNUAL MEETING

The Annual Meeting of the Members of the Genesee Foundation will be Thursday, November 6, 2008 at 7:00 p.m. at the Vista Clubhouse. The following items of business are addressed at the Annual Meeting:

Business Meeting

1. Approval of Minutes of 2007 Annual Meeting
2. Reports of Committees
3. Reports of Officers
4. Acknowledgment of retiring Board Members
5. Comments from residents
6. Adjournment

Volunteer Recognition

Reception

NO VOTING TAKES PLACE AT THE ANNUAL MEETING.

2008 ELECTION CALENDAR

Monday, October 13	Owner of Record Date.
Tuesday, October 14	Candidates' Night at Vista Clubhouse, 7:00 p.m.
Friday, October 17	Candidate's Written Acceptance, Article, and Photo for Election Genescene Deadline, 12 Noon
Tuesday, October 21	Absentee ballots mailed to all record owners and are also made available at the Foundation Office.
Wednesday, October 22	Special Candidates' Edition Newsletter distributed to Community
Tuesday, November 4	Election Day, 7:00 a.m. - 6:00 p.m. at Vista
Wednesday, November 5	Posting of Election Results by 4:00 p.m.
Thursday, November 6	Board Meeting at Oxley 6:00 p.m. Annual Meeting and Volunteer Recognition, 7:00 p.m. at Vista Clubhouse. All residents are welcome.

GENESCENE SPECIAL CANDIDATES' EDITION

The GENESCENE will publish a Special Candidates' Edition to introduce candidates for the Genesee Foundation Board of Directors and the Architectural Review Committee Representative. In order to be included in this publication, qualifications and statements must be submitted on disk or via email (Genescene@geneseefoundation.org) to the Genesee Foundation Office no later than 12:00 NOON on Friday, October 17, 2008 along with your written acceptance. The following are the guidelines which must be followed:

1. Each candidate will be allotted approximately 750 words or one full page (8½ X 11). Font size can be no smaller than size 10.
2. There will be no editing done by the Foundation staff.
3. The submittal must be on disk or email in Microsoft Word and in final copy form.
4. The Special Edition will be delivered on or about October 22, 2008, to all residents. It will also be mailed to all non-resident property owners.
5. For further information, please contact the Genesee Foundation Office 303.526.0284.
6. Candidates' photos will be taken at the close of Candidates' Night. These photos will be included in the Special Candidates' Edition of the GENESCENE. Candidates wishing to provide their own photos may do so by adding it to your disk or by attaching it to their email submission.
7. See next page for candidate statement format.

CANDIDATE STATEMENT FORMAT

In preparing your candidate statement, please address the following five categories.

PERSONAL STATEMENT

Comments on family, length of time lived in Genesee; activities of interest; educational and professional background, etc.

ROLE AND RESPONSIBILITIES

Summarize your understanding of the role and responsibility of Board members.

QUALIFICATIONS

What qualifications and experience make you uniquely qualified to serve on the Foundation Board.

COMMUNITY ISSUES

Identify the issues you feel are of most importance to residents and comment on those you would want to address.

RESIDENT INPUT

Comment on the value of resident input on Board decision making as well as ways to facilitate communication with residents.

ACCEPTANCE

FOR BOARD OF DIRECTORS

OR

ARCHITECTURAL REVIEW COMMITTEE REPRESENTATIVE

I, _____ (Name)

hereby accept the nomination for _____

(Director/ARC Representative) of the Genesee Foundation, for a term of

_____ (two/one years).

(Signature)

(Date)

In order to have your name printed on the Ballot; this form must be completed and signed, and returned to the Foundation Office by 12:00 noon on Friday, October 17, 2008

POLLWATCHERS

Each candidate whose name is on the ballot shall be entitled to appoint persons, only one of whom can act at any one time in his/her behalf during the voting and/or vote counting process. Prior to Election Day, the candidate shall certify the name of his/her watcher with the Election Chairperson. The deadline for candidates to register the names of their poll watchers and their watch schedules is on **Monday, November 3, 2008 by 12:00 noon** at the Genesee Foundation Office. Alternates may be used but only one may be present at a time.

DUTIES AND REGULATIONS FOR WATCHERS

1. Each watcher shall have the right to witness and verify each step in the conduct of the election from 15 minutes prior to the opening of the polls through the completion of the count and announcement of the result. Each watcher may also point out any discrepancies that may occur and to assist in their correction.
2. Watchers will not in any manner make known to anyone the results of the votes as they are being counted or before the results are made public.
3. During the election and the counting of the votes, all watchers will conduct themselves in a manner which will not cause distraction to the counters as monitored by the designated representative of the Election Committee, i.e. no smoking, unnecessary talking, interruptions or interfering with the election process.
4. Watchers cannot be the spouse of a candidate.
5. No campaigning (passing out literature, etc.) within 300 feet of polls.

MEMO

To: Genesee Foundation Board Candidates
From: Carla Andrews
Date: September 26, 2008
Re: Genesee Foundation Master List

In order to aid the election process, the Foundation Office makes available to any candidate in the 2008 election the Genesee Foundation Master List of all property owners. This list will be available from October 15, 2008 through November 3, 2008. You may obtain a copy at the Foundation Office.

If we can be of any further service, please call 303.526.0284.